



31 January 1974  
COINS/046-74


MEMORANDUM FOR CIA, OFFICE OF TRAINING

SUBJECT: Development of a Formal Training Program for  
COINS Users.

1. The purpose of this memorandum is to document our need for the development of a community-wide COINS formal training program and determine the availability of the services of your Information Science Training Program for this purpose. If your school can accommodate this proposal, we suggest 1 May 1974 as a completion date for the first draft. This first draft should include as a minimum a lesson plan of the proposed course, a proposed method of operation, an indication of the number of additional billets required, and an estimate of the courses beginning dates.

2. The program should also be tailored for use by a professional teaching staff operating from a focal point in the community. The staff would use the training facilities of the participating agencies and would provide formal training on the retrieval and use of information in the files accessible through COINS. The frequency of the training offered at a particular agency would be established depending on its need. I would expect appropriate support from all the COINS participants and I pledge the support of my Users Support Branch in the development of the proposed training program.

3. Your endorsement of this proposal and an early response would be most appreciated.

  
COINS Project Manager

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<b>TRANSMITTAL SLIP</b>		DATE <b>6 MAR 1974</b>
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ROOM NO. <b>6E2917</b>	BUILDING <b>Hq</b>	
REMARKS: <p><span style="border: 1px solid black; display: inline-block; width: 100px; height: 1.2em; vertical-align: middle;"></span> provided me with a copy of the attached and agreed to my sending it on to you.</p> <p>Note that this memo has still not been officially received at CIA.</p> <p><i>7 Mar 74</i>  <i>NW says</i> <span style="border: 1px solid black; display: inline-block; width: 150px; height: 1.2em; vertical-align: middle;"></span>  <i>paper been prepared.</i>  <i>Orig. not rec'd. lost. ∴</i>  <i>asking</i> <span style="border: 1px solid black; display: inline-block; width: 80px; height: 1.2em; vertical-align: middle;"></span> <i>to remind or find.</i></p>		
FROM: <span style="border: 1px solid black; display: inline-block; width: 250px; height: 40px; vertical-align: middle;"></span>		
ROOM NO. <b>4E12</b>		
FORM NO. 241 1 FEB 55		
REPLACES FORM 36-B WHICH MAY BE USED.		
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